



SPECIFIC USE PERMIT (SUP) REQUEST CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

GENERAL

- ☐ Legal description (metes and bounds) of the area within the SUP request, whether it is the entire property, located in a multi-tenant building or will occupy a portion of the property. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as "Exhibit A: SUP", signed & sealed by a surveyor. (City Project number provided by staff at time of submittal)
- ☐ The addresses of the applicant and the property owner(s) shall be submitted.
- ☐ Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- ☐ The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- ☐ A meeting with the Homeowners' Association and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.

EXHIBIT A

- ☐ Title block located in lower right corner (titled as "Exhibit A: SUP _____") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, location/vicinity map, and legend, if abbreviations or symbols are used
- ☐ Property boundary and dimensions
- ☐ Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning
- ☐ Existing and requested zoning boundary lines
- ☐ Total gross and net acreage of existing and requested zoning
- ☐ Location of existing rights-of-way and easements (utility, floodway and drainage, access, etc...)
- ☐ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- ☐ Distances to nearest cross streets
- ☐ Topography at two (2) foot contours or less
- ☐ Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property

EXHIBIT B

- ☐ Title block located in lower right hand corner (title as "Exhibit B: SUP _____") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ See the Preliminary Site Plan Check List for Exhibit B requirements
- ☐ Add the following note, if applicable: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."

ZONING SIGNS

- ☐ Sign Criteria has been read, signed and attached to submittal packet.

Preparer's Name: _____

Preparer's Signature: _____